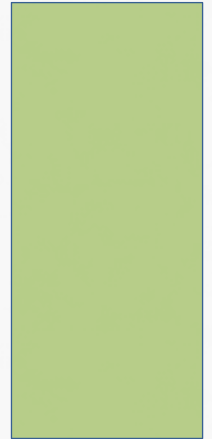




# EYE ON LOBBYING: Lobbyist Time Reporting

WISCONSIN ETHICS COMMISSION



# WHAT TIME MUST BE TRACKED?

- Lobbyist Time
  - Communicating
  - Other
- Non-Lobbyist Time
  - At least 10 hours
  - Non-clerical time

# HOURS: COMMUNICATING

- **Communicating** directly or meeting with state officials (including elected officials, legislative aides, and agency employees with rule-making responsibilities), as well as appearing at public hearings. This category does not include letter-writing.

## HOURS: OTHER

- **Other** lobbying-related activities including preparation and research. This category includes time spent monitoring legislative and state agency activities; writing letters; meeting with members or employees of the organization, colleagues, and others to discuss lobbying issues and strategy; collecting, compiling, or analyzing facts, data, or other information; preparing to communicate with state officials or state employees; preparing correspondence; preparing others to lobby.

# LOBBYIST TIME REPORTING

- To report lobbyist time you must
  - Log on to the Eye On Lobbying website:  
<https://lobbying.wi.gov>
  - Be authorized by the lobbyist and have report permissions
- Separate report for each principal
- Select “Enter Lobbyist Hours” from the left-hand menu

Welcome
About Lobbying In Wisconsin
Frequently Asked Questions
Registration And Licensing
Submit 15 Day Report
Enter Lobbyist Hours
Submit 6 Month Report
Pay Fees
Modify My User Account Profile
Change My Password
Log Out
Contact G.A.B
Administration

# LOBBYIST TIME REPORTING

- Verify the legislative session
- Select the reporting period
- Select the lobbyist (must have permissions)
- Select the principal
- Click the “Report Lobbyist Time” button
- Click “Unlock Report Lobbyist Time” if you need to update a certified report

The screenshot shows the 'Lobbyist Time Reporting' interface. At the top, a header bar contains 'During the 2013-2014 Legislative Session', with '2013-2014' and 'Legislative Session' highlighted by red boxes. Below this is the title 'Lobbyist Time Reporting'. The main section is titled '2013-2014 Legislative Session' and contains the instruction 'Specify Reporting Period, Lobbyist, And Principal'. There are three input fields: 'Reporting Period' (with a red arrow pointing to it and a dropdown menu showing 'July 2014 to December 2014'), 'Lobbyist Name' (with a red arrow pointing to it and a text box containing 'Bell, Brian'), and 'Principal Name' (with a red arrow pointing to it and a text box containing 'People for Something'). At the bottom, there are two buttons: 'Report Lobbyist Time' and 'Unlock Report Lobbyist Time', both of which are highlighted by red boxes.

During the 2013-2014 Legislative Session

## Lobbyist Time Reporting

### 2013-2014 Legislative Session

Specify Reporting Period, Lobbyist, And Principal

Reporting Period   
July 2014 to December 2014

Lobbyist Name   
Bell, Brian

Principal Name   
People for Something

**Report Lobbyist Time** **Unlock Report Lobbyist Time**



# LOBBYIST TIME REPORTING

- Click on the month to expand
- Enter hours for each date of activity
- Click the “Save Changes” button
- Monthly and total hours calculate automatically
- Click on “Certify And Submit Time Report” after all hours are entered for the entire reporting period

29 - Saturday	<input type="text" value="0"/>	<input type="text" value="0"/>
30 - Sunday	<input type="text" value="0"/>	<input type="text" value="1"/>
<b>Sum Hours:</b>	<b>5.00</b>	<b>3.00</b>

December 2014 Hours

Total Lobbyist Hours		
	Hours Communicating	Hours Other
<b>Total Hours:</b>	<b>21.00</b>	<b>14.00</b>

**Certification and Electronic Signature**

I certify I am Brian Bell and the information entered and reported to the Government record of my lobbying activities on behalf of People for Something.

I further understand that if I know or believe that the records I submit are not complete I can be fined \$10,000 or imprisoned for 5 years or both. I understand that Wisconsin Statute 19.45 from the date that the records are filed documents necessary to substantiate these reports.

# LOBBYIST TIME REPORTING

- Report Submission
- Email Confirmation
- Submit another report for the same lobbyist
- Option to print your report

During the **2013-2014** Legislative Session

## Lobbyist Time Reporting

Principal Certify

**2013-2014 Legislative Session**  
**July-December 2014 for Brian Bell**  
**People for Something**

**Submission Status**

Your lobbyist time report has been successfully submitted to the ( review.

You should receive a confirmation email within the next few minutes.

[Submit Another Time Report For This Lobbyist](#) [Print Lobbyist Time Report](#)



# CONTACT THE ETHICS COMMISSION

- For additional assistance please contact the Ethics Commission or visit our website.
- Email: [lobbying@wi.gov](mailto:lobbying@wi.gov)
- Phone: (608) 266-8123
- Online: <https://ethics.wi.gov>
- Eye On Lobbying: <https://lobbying.wi.gov>